



# Notice of Intention to Apply for Limited Registration (Form 1)



**This form is to notify the Teacher Registration Board of Western Australia (TRBWA) of the applicant's intention to make an application for Limited Registration. This form may be used in circumstances where a teacher is required to teach immediately.**

If a teacher is required to teach prior to an *Application for Limited Registration* (Application) being granted, a *Notice of Intention to Apply for Limited Registration* (Notice) may be lodged with the TRBWA.

The lodgement of an Application forms the second part of a process if a *Notice* was lodged with the TRBWA. The *Application* must be made to the TRBWA within 5 days of the *Notice* being lodged and it must be accompanied by the appropriate fee, as listed on the Fees page of our website [trb.wa.gov.au](http://trb.wa.gov.au).

If this process is followed, the grant of registration is backdated to the date the *Notice* was lodged with the TRBWA.

Failure to make an *Application* within 5 days may lead to an offence being committed by the **Applicant** and the **Nominee** under the *Teacher Registration Act 2012* (Act) sections 6 and 7.

- a person must not teach in an educational venue unless the person is a registered teacher; and
- a person must not appoint, employ, engage or give permission to another person to teach in an educational venue unless the other person is a registered teacher.

## Information about completing and submitting a Notice of Intention to Apply for Limited Registration

**Nominee:** A 'nominee' is a person who satisfies the statutory requirements for limited registration and has been offered a teaching position. The person responsible for completing and submitting this form is the employer or a delegate who is authorised to hire teaching staff.

**Applicant:** The 'applicant' is the employer and is usually the Department of Education, the Catholic Education Office or the school's governing body.

- In cases where a nominee is required to teach prior to the grant of registration, an applicant must lodge this *Notice of Intention to Apply for Limited Registration* with the TRBWA.
- A nominee may commence teaching on the same day the notice is lodged at the TRBWA and is strictly conditional an *Application* being made within 5 days of the *Notice*.
- Failure to submit the *Application* to the TRBWA within 5 working days will render the teaching unlawful and the nominee must cease teaching immediately. If the application is not submitted within the 5 days the employer (applicant) and nominated teacher (nominee) may be prosecuted under the Act sections 6 and 7.

To ensure the TRBWA receives this *Notice* and the page headed Nominee's Details on or before the day the nominee commences teaching, you should choose one of the delivery options below and telephone the TRBWA on (08) 9230 0600 (or 1300 652 911 for regional callers) to check receipt:

- **Hand deliver or courier to:**  
Teacher Registration Board of Western Australia  
L9, 20 Walters Drive  
OSBORNE PARK WA 6017  
Office Hours: Mon to Fri 8.30am - 4.30pm  
Information about the TRBWA office location is available on the TRBWA website:  
<http://www.trb.wa.gov.au/Pages/contactus.aspx>
- Fax to: (08) 9230 0650
- Scan and email to: [info@trb.wa.gov.au](mailto:info@trb.wa.gov.au)

This *Notice* can only be used for one 'nominee'. A nominee is a person who satisfies the statutory requirements for limited registration and has been offered a teaching position. The person responsible for completing and submitting this form is the employer or a delegate who is authorised to hire teaching staff.

The 'primary applicant' will most often be the only applicant. However, two or more schools may join together to nominate a single teacher whose services they will share. In such a case, the primary applicant will be responsible for paying the registration fee, seeking reimbursement from the other applicant(s) as can be arranged between them.

The employer must be named. Note that a school principal is rarely if ever an employer. The employer will usually be the Department of Education, the Catholic Education Office or the school's governing body. In the case of an education and care centre, the provider's or operator's business name and contact details must be given here.

The employer's delegate is usually the school principal or nominated supervisor. This is the person with whom the TRBWA will liaise with respect to the application and the limited registration, if approved, of the nominee.

Where more than three employers or educational venues intend to jointly nominate a teacher, please photocopy and complete the *Notice* for each employer or educational venue. All employers, delegates and venues must be detailed.

## Notice of Intention to Apply for Limited Registration

Use this notice only if you require the nominee to commence work immediately. It is to be submitted by or on behalf of one or more employers in respect of a position offered at one or more educational venues on or before the first day of employment of a single nominee for Limited Registration.

### Nominee's details

Have the nominee previously been registered with TRBWA or WACOT?

Yes or  No Registration number (if known) \_\_\_\_\_

Title  Dr  Mr  Ms  Mrs  Miss  Other \_\_\_\_\_

Given name

Other name(s)

Family name

Date of birth

Other names by which the nominee is or ever has been known including: *Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)* (please  one beside each other name).

**If more room is required, list on a separate sheet. Please sign and send the sheet with this notice.**

Additional sheet included?  Yes  No

A  M  P (Family name/surname) (Given name and other names)

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Indigenous status Is the nominee of Aboriginal and/or Torres Strait Islander descent?  Yes  No

Gender  Male  Female  Other/unknown

Place of birth

Suburb/Town

State (if applicable)

Country

Current postal address (No/Street) e.g. 1 Town Street

Suburb

Postcode

Is this also the nominee's current residential address?  Yes  No

Current Residential address (if different from postal address)

(No/Street)


Suburb

Postcode

Mobile

Landline

Preferred email

<b>Primary applicant</b>		
Employer Details*		
Name of employer e.g. Department of Education; governing body of named non-government school		
Employer's postal address		
	Postcode	
Employer's delegate details (any other delegates to sign over the page) (5)*		
Name of employer's delegate		
Position at venue e.g. Principal; nominated supervisor		
Email address		
Mobile	Work	Landline
Delegate's signature _____ Date ____/____/____		
<b>Educational venue</b>		
Please provide details of the school or centre where the nominee is to be employed		
Name of venue e.g. school/centre		
Postal address of venue		
	Postcode	
Date of commencement of employment		
<b>OFFICE USE ONLY LR1</b>		

**Notice of Intention to Apply for Limited Registration Additional applicants****Employer 2 details (only required if a second employer jointly applies)**

Name of employer *		
Employer's postal address		
	Postcode	

**Employer's delegate at Venue 2 details**

Name of employer's delegate		
Position at venue		
Email address		
Mobile	Work	Landline

Delegate's Signature _____	Date ____/____/____	
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**Educational venue 2**

Please provide details of the second school or centre where the nominee is to be employed

Name of venue e.g. school/centre		
Postal address of venue 2		
	Postcode	
Date of commencement of employment		

**Employer 3 details (only required if a third employer jointly applies)**

Name of employer		
Employer's postal address		
	Postcode	

**Employer's delegate at Venue 3 details**

Name of employer's delegate		
Position at venue		
Email address		
Mobile	Work	Landline

Delegate's Signature _____	Date ____/____/____	
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**Educational venue 3**

Please provide details of the third school or centre where the nominee is to be employed

Name of venue		
Postal address of venue 3		
	Postcode	
Date of commencement of employment		